

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
POSITION DESCRIPTION**

POSITION TITLE: PROGRAM SUPERVISOR I –  
Treatment Coordinator

SALARY GROUP: B17

DEPARTMENT: Rehabilitation Programs Division

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Pam Carey \_\_\_\_\_ DATE: 04/16/2010 \_\_\_\_\_

POSITION #: 045279 \_\_\_\_\_

**I. JOB SUMMARY**

Performs routine administrative and supervisory program work. Work involves assisting in establishing program goals and objectives; assisting in developing program guidelines, policies, procedures, rules, and regulations; assisting in developing schedules, priorities, and standards for achieving program goals; assisting in evaluating program activities; and supervising the work of others. Works under moderate supervision with limited latitude for the use of initiative and independent judgement.

**II. ESSENTIAL FUNCTIONS**

- A. Assists in planning, implementing, coordinating, monitoring, and evaluating treatment programs; assists in the development of program guidelines, policies, procedures, rules, and regulations; and monitors compliance with program policies and procedures.
- B. Assists in conducting special investigations, program analyses, and research studies; and prepares and reviews reports on the effectiveness of program activities and makes appropriate recommendations.
- C. Assists in the preparation of program budget requests; and assists in the preparation of training and operational manuals, educational materials, and information programs.
- D. Confers with program staff on program issues and problems; provides technical assistance on program services; and provides liaison with other departments, divisions, agencies, and organizations.
- E. Supervises the work of others.

\* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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**III. MINIMUM QUALIFICATIONS**

**A. Education, Experience, and Training**

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in a Behavioral Science, Criminal Justice, or a related field preferred. Each year of experience as described below in excess of the required three years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Three years full-time, wage-earning program administration or counseling experience.
3. Experience in the supervision of employees preferred.
4. Therapeutic community treatment experience preferred.
5. Current valid license as a Licensed Chemical Dependency Counselor (LCDC) by the Texas Department of State Health Services, current valid certification as a Certified Criminal Justice Professional (CCJP) by the Texas Certification Board of Addiction Professionals, or a current valid Qualified Credentialed Counselor (QCC) licensed to provide substance abuse treatment.

Must maintain valid license/certification for continued employment in position.

**B. Knowledge and Skills**

1. Knowledge of the principles and practices of public administration and management.
2. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
3. Knowledge of current principles and practices of substance abuse treatment programs.
4. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
5. Skill to communicate ideas and instructions clearly and concisely.
6. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
7. Skill to interpret and apply rules, regulations, policies, and procedures.

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8. Skill in administrative problem-solving techniques.
9. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
10. Skill to prepare and maintain accurate records, files, and reports.
11. Skill to review technical data and prepare technical reports.
12. Skill to develop and evaluate administrative policies and procedures.
13. Skill to train and supervise employees.

**IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION**

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, and automobile.